

BiWeekly Employee Time Sheet

Form #1 – 2016

Employee Name:	Department:
Period From:	To: Rate of Pay:

Date		In	Out	In	Out	REG	PTO	HOL	OT	N/D	Court	Comp Time	Notes	On-call Stipend \$
	Sun.													
	Mon.													
	Tues.													
	Wed.													
	Thurs.													
	Fri.													
	Sat.													
	Column TOTAL:												_____ = Grand Total	

Date		In	Out	In	Out	REG	PTO	HOL	OT	N/D	Court	Comp Time	Notes	On-call Stipend \$
	Sun.													
	Mon.													
	Tues.													
	Wed.													
	Thurs.													
	Fri.													
	Sat.													
	Column TOTAL:												_____ = Grand Total	

Employee Signature: _____ Supervisor Signature: _____

This form represents the accounting and the total number of hours submitted by the signed employee for payment by the Town of Newton. As such, the employee states, to the best of his/her knowledge, that the accounting is accurate and that the figures represent a true accounting of the hours that are entitled to compensation by the Town of Newton's Personnel Policies. Any attempt to misrepresent the department and the Town of Newton is a violation of the department's rules and regulations which will lead to disciplinary action including suspension or employment termination.